

DEPARTMENT OF THE NAVY  
NAVAL INVENTORY CONTROL POINT, MECHANICSBURG, PA 17055-0988  
CARDEROCK DIVISION, NAVAL SURFACE WARFARE CENTER-SHIPS  
SYSTEMS ENGINEERING STATION, PHILADELPHIA, PA 19112-5083  
NAVAL AVIATION DEPOT, JACKSONVILLE, FL 32212-0016

NAVICP	CDNSWC-SSES	NADEP JAX
22304	9593	
Ser M0712/006	Ser 631/175	Ser 434/99/016
24 May 99	29 May 99	30 June 99

MEMORANDUM OF AGREEMENT  
BETWEEN

COMMANDER, NAVAL INVENTORY CONTROL POINT, MECHANICSBURG,  
COMMANDER, CARDEROCK DIVISION, NAVAL SURFACE WARFARE  
CENTER-SHIPS SYSTEMS ENGINEERING STATION, PHILADELPHIA  
AND  
COMMANDER, NAVAL AVIATION DEPOT, JACKSONVILLE

Subj: MEMORANDUM OF AGREEMENT

Encl: (1) Command responsibilities  
(2) SFR Process

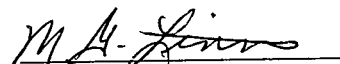
1. Purpose. This agreement is to establish terms, conditions, and responsibilities under which the Commander, Naval Inventory Control Point (NAVICP) Code M07122, the Commander, Carderock Division, Naval Surface Warfare Center, Philadelphia Site-Ships Systems Engineering Station (CDNSWC-SSES) Code 631, and the Commander, Naval Aviation Depot, Jacksonville, FL (NADEP JAX) Code 4347, will enter into a partnership for the processing of Ships' Hazardous Material List (SHML), Feedback Reports (SFR). Under this agreement, all parties agree to the responsibilities and duties outlined in enclosures (1) and (2).
2. Enclosure (1) identifies specific responsibilities for the NAVICP and technical authority (TA). Enclosure (2) outlines the procedures to follow when NAVICP receives an SFR.
3. The automated SFRs process went on line via the Streamlined Alternative Logistics Transmission System (SALTS) went on line in February 1999 with the release of SALTS version 4.6.

Subj: MEMORANDUM OF AGREEMENT

4. Hard copy SFRs will continue to be processed, if received.
5. The TA's participatory part in this project will be in direct proportion to the amount of funding received.
6. Effective Date. Immediately upon signature.

  
F. A. SECHRIST

  
R. RUEDIGER

  
M. G. LINN

## **Command Responsibilities:**

### **1. NAVICP**

a. Act as the central receiving point for all submitted Ships' Hazardous Material List (SHML) Feedback Reports (SFRs).

b. Perform initial review of submitted SFR to ensure completeness of provided technical documentation, justification information, and application data for the requested material as required by the reviewing TA. NAVICP Code 07122 will contact the SFR submitter to obtain additional information, if necessary.

c. Screen submitted SFR to determine if requested material is currently on the SHML.

d. Identify TA cognizant of the submitted SFR and forward SFR to TA for review.

e. Receive results of TA review of submitted SFR, forward review results to SFR submitter within one working day, and update SHML.

### **2. Technical Authority**

a. Confirm that NAVICP Code 07122 forwarded SFR is under TA cognizance and confirm information provided in submitted SFR is sufficient for an engineering review and, if necessary, a safety and health assessment. Contact NAVICP Code 07122 for additional information if necessary.

b. Conduct engineering review and respond to NAVICP with preliminary review results. These results will provide either authorization for use of the requested material for the specific application, or if rejected, the appropriate National Stock Number (NSN) for that application, or interim authorization if cognizant Life Cycle Manager (LCM)/In-Service Engineering Agent (ISEA) can not be contacted by the TA. Response method will be by E-mail, Fax, or SALTS.

Enclosure (1)

## SFR Process

### 1. SFR Receipt and Initial Processing.

a. The SFR submitted to NAVICP will be screened to ensure that the technical documentation and material justification are provided on the SFR as required by the TA. This information includes:

- Aircraft type
- Technical documentation requirements as follows: NSTM, NAVSEA Publication, NAVAIR Technical Document including work package number and page, Naval message, Maintenance Requirements (e.g., MIP/MRC, NAVAIR Requirements), Allowance Lists (e.g. AEL, APL, COSAL)
- If material is a user-recommended substitute, identify the current material being used along with the above application information.

b. Screen SFR to determine if requested material is currently on the SHML and authorized for shipboard use.

c. NAVICP Code 07122 will contact the SFR submitter for additional information if technical documentation and/or material justification are not complete or if the NSN is already approved for ship board use.

d. NAVICP Code 07122 will contact CDNSWC-SSES Code 631 or NADEP JAX Code 4347 and request a quick review of the SFR prior to accepting the SFR for the following conditions:

- If it is not clear which TA has cognizance over the cited application.
- The SFR submitted technical documentation, justification, or application information appears to be insufficient.

If SALTS did not submit the SFR, then NAVICP Code 07122 will fax the hard copy SFR and any attachment documentation (e.g. naval message) to CDNSWC-SSES Code 631 or NADEP JAX Code 4347.

e. NAVICP Code 07122 screening process will take no longer than one working day unless NAVICP Code 07122 has to contact SFR submitter for additional information. The TA will respond to NAVICP Code 07122 quick review request, paragraph 1.d., within one working day.

## 2. SFR Review Process (SALTS or Hard Copy)

a. When a submitted SFR requires an engineering review, NAVICP Code 07122 will notify the appropriate TA by telephone or E-mail of the SALTS SFR file name or Fax the hard copy SFR. In both cases NAVICP Code 07122 will fax supporting documentation to the appropriate TA, if available. There is a two working day turn-around-time for processing SFRs by the TA. The two working day time frame begins when the TA accepts the SFR, from NAVICP Code 07122, for engineering review and ends when the TA responds to NAVICP Code 07122 with the results of the engineering review. The TA will determine, within one working day, if there is sufficient technical documentation and material justification information on the submitted SFR for an engineering review. If sufficient or correct information is not provided on the submitted SFR, the TA will contact NAVICP Code 07122 and request additional information. The time required by the TA for each phrase of the SFR review process will count toward the two working day turn-around-time frame limit.

Exception: The two working day turn-around-time will not apply in cases where the ship's supply officer submits an SFR for hazardous material with no known application. The supply officer's intent in submitting the SFR is to justify the continued management of the requested hazardous material within the ship's Hazardous Material Minimization Center by determining the material application. The TA engineering review required to answer the supply officer's request for material application will take longer than two working days to complete. The TA will respond to NAVICP Code 07122 with either the results of the engineering review or review status within 5 working days of accepting the SFR.

b. The results of the TA engineering review will be forwarded to NAVICP Code 07122 using the following methods:

(1.) For SALTS submitted SFRs, the TA will use the second page of the SHML Report to respond back to NAVICP. The "TYCOM APP?" block will indicate Yes/No approval for use of the requested material with the SFR cited application. The "TYCOM" block will indicate the TA Allowed On Board (AOB) code recommendation. The "TYCOM Name" and the "TYCOM Phone" blocks will provide the TA Point of Contact and telephone number. The "Why is the Product Preferred/Justification/Comments" block will be used to provide information such as replacement or approved NSNs for the application, the reason why the material is prohibited, and/or permission to deplete existing stock statements. These SFR Report blocks will be properly labeled with the future release of SALTS.

(2.) For hard copy submitted SFRs, the TA will Fax and/or E-mail the results of the engineering review to NAVICP. The Fax/E-mail review report is as follows:

Hardware System Command Approved? ☐ Yes ☐ No  
Recommended AOB Code \_\_\_\_\_  
Hardware System Command POC Name: \_\_\_\_\_  
Hardware System Command Phone # \_\_\_\_\_  
Additional Information: (e.g. replacement or approved NSN for application, reason why material is prohibited, or permission to deplete existing stock statements)

(3.) In cases where the TA is unable to contact the applicable LCM/ISEA, NAVICP Code 07122 will be contacted by telephone or E-mail and provided an interim review status within two working days. NAVICP Code 07122 will issue an interim authorization to the SFR submitter for the use of the requested material until such time that the application LCM/ISEA can be contacted by the TA.

(4.) NAVICP Code 07122 will forward the TA's SFR

Review results to the SFR submitter and will then update the SHML with those results.

3. Paragraphs 4 through 8 describe what actions are required when the NSN on the SFR is already on the SHML. Each paragraph will address a specific AOB code. The TA does not initiate a review of an SFR until notified by NAVICP Code 07122.

4. **AOB A:** Material is authorized for shipboard use.

a. NAVICP Code 07122 replies directly to the ship that the material is authorized for shipboard use. NAVICP Code 07122 does not send notification of an SFR to the TA.

5. **AOB P:** Material is prohibited for shipboard use.

a. If the NSN is prohibited on the SHML the NAVICP Code 07122 will forward the SFR to the TA for review. The TA will provide reason for the AOB 'P', the correct material for the application identified on the SFR, and verification that it is okay to deplete onboard stock.

6. **AOB R:** Material has restricted shipboard use.

a. If the NSN is restricted on the SHML, and the justification on the SFR matches the restriction on the SHML, the NAVICP Code 07122 will go back to the ship stating that the NSN is authorized for the specific restricted use on board ship. NAVICP Code 07122 does not send any notification of an SFR to the TA.

b. If the NSN is restricted on the SHML, and the justification on the SFR differs from the restriction on the SHML, the NAVICP Code 07122 will forward the SFR to the appropriate TA for review.

7. **AOB O:** The material is obsolete. Either the NSN has been canceled or Navy interest on the NSN has been discontinued.

a. If the NSN is obsolete on the SHML, NAVICP Code 07122 will forward the SFR to the appropriate TA for review.

b. If the supply system lists a replacement NSN, NAVICP Code 07122 will notify the TA of this possible replacement NSN. The TA will either concur with the replacement NSN or will identify an alternate NSN for the application.

8. **AOB N:** The material has not been determined as either authorized or prohibited for ship board use.

a. If the NSN has an AOB code of 'N' on the SHML, NAVICP Code 07122 will forward the SFR to the appropriate TA for review.

9. If the SFR contains a part number/NSN not listed on the SHML, NAVICP Code 07122 will forward the SFR to the appropriate TA.

10. All parties agree that additional guidelines can be added and the above guidelines can be modified as situations arise.